

**COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA**  
**Supportive Health Programs**  
**Job Description**

**Job Title:** Youth Specialist

**Reports To:** Youth Program Coordinators

**Areas of Responsibility:** Responsible for implementing daily activities of the assigned youth services program, in accordance with the program policies and procedures. Interact with youth and provide a clean, safe, consistent and therapeutic environment; substitute in other youth programs.

**Major Duties:**

1. Be responsible for creating a safe, supportive, therapeutic environment including positive role modeling, behavioral management and close supervision of youth. Provide the therapeutic environment using Trauma Informed Best Practices.
  2. Supervise youth staying in residential facilities; provide skill building, recreational activities, and educational development.
  3. Provide positive interactions during intake and assessment process. Make sure that the documentation is thorough and complete (meet's supervisor's approval).
  4. Interact with youth in an effective, healthy manner in implementing daily program activities in the residential programs.
  5. Facilitate youths' completion of all daily activities in accordance with program rules, as well as facility rules and guidelines.
  6. Serve as a mature role model for youth and conduct self in a professional manner by teaching safe respectful boundaries.
  7. Respect the rights and protect the confidentiality of youth and families by adhering to the confidentiality policies of Community Action Partnership of Western Nebraska.
  8. Record all significant events in resident behavior logs, including goals, observed behavior, medication, phone contacts and other assigned information.
  9. Maintain case files, data and required documentation for RHYMIS, CSBG, ROMA, Volunteer, and Youth Services Contracts/Grants.
  10. Make appropriate documentation for the intake procedure, scheduling, care plan, daily log, discharge plan and aftercare for each resident.
  11. Maintain open communications with other staff through the use of communication logs and attendance at staff meetings/Connections meetings to provide an effective, consistent, and professional level of care to the youth and families served.
  12. Assist the Care Coordinators in program planning, program implementation, and giving program feedback.
  13. Provide youth with comprehensive and integrated information re: agency and community resources. Assist youth in making positive community connections.
  14. Be aware of local, state and national laws, and juvenile codes that affect youth and families.
  15. Be knowledgeable of resources for and rights/responsibilities of homeless youth.
  16. Practice appropriate interventions and logical/natural consequences with each youth; Using Trauma Informed Care implement a positive plan for behavior within the facility.
  17. Network with and partner with panhandle school systems to provide a seamless continuum of educational care for runaway, homeless, and street youth.
-

18. Network and partner with panhandle-wide counseling services to provide crisis prevention, intervention, and post-vention to panhandle youth.
19. As assigned, be responsible for the accurate accounting of household expenditures, agency and program data tracking, and daily documentation reports.
20. Review daily log and client's files at the beginning of each shift and maintain accurate records during assigned shift.
21. Ensure that residents observe bedtime and/or curfews. **(Staff are not allowed to sleep).**
22. Assist in maintaining healthy, safe and productive residential environments:
  - a) Provide direct and effective supervision of all youth in the residential program facilities.
  - b) Plan and prepare all meals according to USDA Standards and/or teach youth as part of their independent living skills training..
  - c) Attend to facility cleaning and laundry and/or teach youth as part of their independent living skills training.
23. Work assigned shift as scheduled, arriving before shift start and staying for the full shift; notify supervisor in advance of any requests or adjustments.
24. Provide transportation as required by program.
25. Perform other duties as assigned.

**Working Conditions:**

- On-site work with youth 75%
- Off-site home visits, training, meetings, community interactions 25%
- Requires a high energy level and the ability to meet deadlines.
- Occasional out-of-town travel for training.
- Will work evenings and weekend meetings and training.

**Physical Requirements:**

- Must be able to move about quickly if necessary
- Must be able to lift 30 lbs.
- Physically able to perform job
- Must complete health physical upon entry to program and yearly health screenings.

**Minimum Qualifications:**

**Grade: 7 (Step 2)**

1. High school education or equivalent.
2. Must have attained age 21.
3. Must have a valid driver's license, insured vehicle and good driving record.
4. Must pass criminal history background check, child abuse/adult abuse and sexual abuse register background checks.
5. Ability to communicate effectively both orally and in writing.
6. Knowledge of age appropriate child/youth development.
7. Able to attend meetings and training sessions in or out of the area
8. Must have flexible schedule and be able to work primarily evenings, weekends and on-call when needed.

**Grade: 8**

1. Must meet minimum requirements above;
2. AA degree in human service related field and one year experience; or a minimum of three years' experience in a similar position, such as working with runaway and homeless youth, foster care, community outreach worker, family support worker, etc.; or a BA degree in human services field.

**Grade: 9**

1. Must meet minimum requirements above;
2. AA degree in human services related field plus three years' experience, or BA degree in human services and two years' experience, or specialized training.

**Grade: 10**

1. Must meet minimum requirements above;
2. AA degree in human services related field plus five years' experience, or BA degree in human services and four years' experience, or specialized training.